



## ***Roade IT Training***

### **The Roade to Successful IT Training**

*Specialists in Microsoft Office & All Corporate Computer Training*

#### **Course Outline**

### **Microsoft Access 2003 Simple Databases**

#### **Overview**

The skills and knowledge gained on this course are sufficient to create single table databases for things such as customer lists, memberships, product catalogues, and the like.

#### **Target Audience**

This course is primarily aimed at people who need to know how to create simple data tables, forms, reports and queries and to create a simple database that is used for storage and retrieval of information. It deals with single table database files.

#### **Objectives**

At the completion of this course participants will be able to:

- start and exit from Access and understand what a database object is
- design and create a new database file in Access
- make changes to data in a table
- format data in tables
- sort and filter data in a table
- create and use queries to locate and display data
- create a form for data entry or data viewing in Access
- create reports in Access
- access the computer's help system and safely work with a computer.

#### **Prerequisites**

This course assumes little or no prior knowledge of Microsoft Access. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

#### **Course Duration**

This course outline is an example of a typical 1 day course; we would like to meet with you for a no-obligation chat to discuss how we can best format the course to suit your needs.

#### **Course Cost**

From £350. Manuals to accompany the course are available at £35 each  
*Prices vary please contact us for a quote to suit your budget.*

#### **Versions Offered:**

Microsoft Office 97, 2000, XP & 2003

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### Course Contents

- 1 Access 2003 Orientation**
  - a) Starting Access 2003
  - b) Opening An Existing Database
  - c) The Access 2003 Database Screen
  - d) The Database Window
  - e) Working With Database Objects
  - f) Exiting From Access 2003
- 2 Creating A New Database**
  - a) Creating A New Database File
  - b) How Access Stores Data
  - c) Access 2003 Data Types
  - d) Designing A Database Table
  - e) Creating A New Table
  - f) Changing Field Properties
  - g) Adding Records In A Table
  - h) Adding Records Using An AutoForm
  - i) Creating A Reusable AutoForm
  - j) Adding Records Using A Form
  - k) Assignment - Adding Records
  - l) Importing Data From Microsoft Excel
  - m) Closing A Database File
- 3 Managing Table Data**
  - a) Navigating In A Table
  - b) Editing A Record
  - c) Deleting A Record
  - d) Deleting Several Records
  - e) Finding And Replacing
  - f) Undoing An Error
  - g) Compacting A Database
  - h) Printing Records
- 4 Formatting Table Data**
  - a) Changing Column Widths
  - b) Changing Column Headings
  - c) Formatting The DataSheet
  - d) Changing Fonts
  - e) Moving Columns
  - f) Freezing Columns
  - g) Hiding Columns
  - h) Unhiding Columns
- 5 Sorting & Filtering Table Data**
  - a) Simple Sorting
  - b) Sorting On Several Fields
  - c) Creating A Simple Filter
  - d) Clearing A Filter
  - e) Filtering By Exception
  - f) Filtering By Form
- 6 Select Queries**
  - a) How Select Queries Work
  - b) Creating A Query Design
  - c) Different Views Of A Query
  - d) Working With Fields In A Query
  - e) Selecting Records Using A Query
  - f) Clearing All Selection Criteria
  - g) Assignment - Select Queries
  - h) Querying Using Wildcards
  - i) Querying - Problem Characters
  - j) Querying With Logical Operators
  - k) Saving And Reusing A Query
  - l) Calculated Fields In A Query
  - m) Changing Column Headings In A Query
  - n) Formatting Query fields
  - o) Queries That Summarise Data
- 7 Forms**
  - a) Forms - How They Work
  - b) Creating A New Form Using The Form Wizard
  - c) Working With A Form
  - d) Understanding Form Objects
  - e) Modifying Field Widths In A Form
  - f) Moving Fields On A Form
  - g) Adding A Label To A Form
  - h) Changing The Properties of A Form Object
  - i) Adding A Picture To A Form
  - j) Changing The Background OF A Form
- 8 Reports**
  - a) Reports - How They Work
  - b) Creating A New Report Using The Report Wizard
  - c) Previewing A Report
  - d) Printing A Report
  - e) Understanding Report Bands
  - f) Moving Field Objects On A Report
  - g) Formatting A Report
  - h) Removing Headers And Footers
  - i) Adding A Header To A Report
  - j) Formatting Headers In A Report
  - k) Forcing A New Page
  - l) Adding A Page Footer To A Report
  - m) Adding A Report Footer To A Report
  - n) Formatting Footers In A Report
  - o) Creating A Grouped Report
  - p) Creating A Report From A Query
- 9 General Computer Usage**
  - a) The Help Task Pane
  - b) Searching For General Help
  - c) Searching For Specific Help
  - d) Understanding A Help Window
  - e) Disabling Online Content
  - f) Enabling Online Content
  - g) Displaying and Using The Office Assistant
  - h) Customising The Office Assistant
  - i) Disabling The Office Assistant
  - j) Using What's This and Screen Tips
- k) Changing A Field To A Combo Box**
- l) Using A Combo Box Control On A Form**
- m) Creating A Form From A Query**